

**RED RIVER PARISH ASSESSOR  
COUSHATTA, LOUISIANA**

**ANNUAL FINANCIAL REPORT  
DECEMBER 31, 2002**

Red River Parish Assessor  
Coushatta, Louisiana

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**Johnson, Thomas & Cunningham**  
**Certified Public Accountants**

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ACCOUNTANTS' COMPILATION REPORT ON THE FINANCIAL STATEMENTS

Red River Parish Assessor  
P. O. Box 509  
Coushatta, LA 71019

We have compiled the accompanying balance sheet of the Red River Parish Assessor, a component unit of the Red River Parish Police Jury, as of December 31, 2002, and the related Statement of Revenues, Expenditures and Changes in Fund Balance-Budget (GAAP Basis) and Actual for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the modified accrual basis of accounting, which is the generally accepted accounting method established by the Governmental Accounting Standards Board for governmental units.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. We have not audited or reviewed the accompanying financial statements, and accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated February 17, 2003, on the results of our agreed-upon procedures.

Johnson, Thomas & Cunningham  
Johnson, Thomas & Cunningham, CPA's

February 17, 2003  
Natchitoches, Louisiana

GENERAL PURPOSE FINANCIAL STATEMENTS  
(COMBINED STATEMENTS - OVERVIEW)

Red River Parish Assessor  
Coushatta, Louisiana

Combined Balance Sheet  
Fund Type and Account Group  
December 31, 2002

	Governmental <u>Fund Type</u> General <u>Fund</u>	Account <u>Group</u> General <u>Fixed Assets</u>	<u>Totals</u> (Memorandum Only) <u>12-31-02</u>
<u>Assets</u>			
Cash & Cash Equivalents	\$720,400	\$ 0	\$720,400
Revenue Receivables	1,264	0	1,264
Equipment	<u>0</u>	<u>49,194</u>	<u>49,194</u>
Total Assets	<u>\$721,664</u>	<u>\$49,194</u>	<u>\$770,858</u>
<u>Liabilities &amp; Fund Equity</u>			
Liabilities-			
Accounts Payable	\$ 11,818	\$ 0	\$ 11,818
Payroll Liabilities	<u>5,987</u>	<u>0</u>	<u>5,987</u>
Total Liabilities	\$ 17,805	\$ 0	\$ 17,805
Fund Equity-			
Investment in General			
Fixed Assets	0	49,194	49,194
Fund Balance-			
Unreserved-Undesignated	<u>703,859</u>	<u>0</u>	<u>703,859</u>
Total Liabilities & Fund Equity	<u>\$721,664</u>	<u>\$49,194</u>	<u>\$770,858</u>

See accountants' compilation report and notes to financial statements.

Red River Parish Assessor  
Coushatta, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance-  
Governmental Fund Type  
Year Ended December 31, 2002

	<u>Governmental Fund Type</u> <u>General Fund</u> <u>2002</u>
REVENUES:	
Intergovernmental	\$206,900
Miscellaneous	<u>17,369</u>
Total Revenues	<u>\$224,269</u>
EXPENDITURES:	
Current-	
Personal Services	\$214,714
Operating Services	19,924
Materials & Supplies	7,809
Travel & Other Charges	<u>19,094</u>
Total Expenditures	<u>\$261,541</u>
Excess of Revenues Over Expenditures	\$ (37,272)
Fund Balance-Beginning of Year	<u>741,131</u>
Fund Balance-End of Year	<u>\$703,859</u>

See accountants' compilation report and notes to financial statements.

Red River Parish Assessor  
Coushatta, Louisiana

Statement of Revenues, Expenditures and Changes in Fund Balance-  
Budget (GAAP Basis) and Actual  
General Fund Type  
Year Ended December 31, 2002

	<u>General Fund</u>		Variance- Favorable (Unfavorable)
	<u>Budget</u>	<u>Actual</u>	
REVENUES:			
Intergovernmental	\$206,900	\$206,900	\$ 0
Miscellaneous	<u>25,600</u>	<u>17,369</u>	<u>(8,231)</u>
Total Revenues	<u>\$232,500</u>	<u>\$224,269</u>	<u>\$ (8,231)</u>
EXPENDITURES:			
Current-			
Personal Services	\$199,880	\$214,714	\$(14,834)
Operating Services	21,650	19,924	1,726
Materials & Supplies	4,500	7,809	(3,309)
Travel & Other Charges	<u>24,800</u>	<u>19,094</u>	<u>5,706</u>
Total Expenditures	<u>\$250,830</u>	<u>\$261,541</u>	<u>\$(10,711)</u>
Excess of Revenues Over Expenditures	\$ (18,330)	\$ (37,272)	\$(18,942)
Fund Balance-Beginning of Year	<u>741,131</u>	<u>741,131</u>	<u>0</u>
Fund Balance-End of Year	<u>\$722,801</u>	<u>\$703,859</u>	<u>\$(18,942)</u>

See accountants' compilation report and notes to financial statements.

## NOTES TO FINANCIAL STATEMENTS



Red River Parish Assessor  
Coushatta, Louisiana

Notes to Financial Statements  
December 31, 2002

**1. Introduction:**

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, Assessors are elected by the voters of each parish and serve terms of four years. The Assessors assess property, prepare tax rolls, and submit rolls to the Louisiana Tax Commission.

The Assessor's office is located in the Red River Parish Courthouse in Coushatta, Louisiana. The Assessor employs 3 deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

**2. Summary of Significant Accounting Policies:**

The accompanying financial statements of Red River Parish Assessor have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**A. REPORTING ENTITY-**

As the governing authority of the parish, for reporting purposes, the Red River Parish Police Jury is the financial reporting entity for Red River Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14 established criteria for determining which component units should be considered part of the Red River Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

Red River Parish Assessor  
Coushatta, Louisiana

Notes to Financial Statements  
December 31, 2002

1. Appointing a voting majority of an organization's governing body, and
  - a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature of the significance of the relationship.

Since the Assessor is fiscally dependent on the Police Jury, and since the Police Jury's financial statements would be misleading if the data from the Assessor's Office were omitted, the Assessor has been determined to be a component unit of the Red River Parish Police Jury. The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the Police Jury, the general government services provided by that governmental unit, or the other governmental units that comprise the reporting entity.

**B. FUND ACCOUNTING-**

The Assessor uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Red River Parish Assessor  
Coushatta, Louisiana

Notes to Financial Statements  
December 31, 2002

The fund of the Assessor is classified as a governmental fund. The governmental fund accounts for the Assessor's general activities, including the collection and disbursement of specific or legally restricted monies and the acquisition of general fixed assets. The governmental fund of the Assessor is described as follows:

1. General Fund - The General Fund, as provided by Louisiana Revised Statute 47:1906, is the principal fund of the Assessor and accounts for the operation of the Assessor's office. Compensation received from the various taxing bodies, prescribed by formula in Louisiana Revised Statutes 47:1907-1908 is accounted for in this fund. General operating expenditures are paid from this fund.

C. BASIS OF ACCOUNTING-

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The General Fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The operating statement of the General Fund presents increases and decreases in net current assets. The modified accrual basis of accounting is used by the General Fund. The General Fund uses the following practices in recording revenues and expenditures.

Revenues-Commissions from tax levies are recorded in the year the taxes are levied. Other income items are recorded when earned. Interest income is recorded when the income is available.

Expenditures-Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Salaries are recognized when they occur. Office supplies are recognized when they are purchased. Capital expenditures are recognized when the liability is incurred.

The accounting and reporting treatment applied to the fixed assets associated with a fund are determined by its measurement focus. All governmental fund type operations are accounted for on a spending or "financial flow" measurement focus and only current assets and current liabilities are generally included on their balance sheets.

Red River Parish Assessor  
Coushatta, Louisiana

Notes to Financial Statements  
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Fixed assets used in the governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in the General Fund. General fixed assets provided by the Red River Parish Police Jury are not recorded within the General Fixed Assets account group of the Assessor. Fixed assets are valued at historical cost. No depreciation has been provided on general fixed assets.

The Red River Parish Assessor has no outstanding long-term obligations.

The General Fixed Assets Account Group is not a "fund". It is concerned only with the measurement of financial position, and does not involve measurement of results of operations.

E. BUDGETS-

Prior to the beginning of each fiscal year, the Red River Parish Assessor adopts a budget for the General Fund for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

F. CASH AND CASH EQUIVALENTS-

Cash includes amounts in demand deposits and time deposits. Under state law, the Assessor may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with State banks organized under Louisiana law and national banks having their principal offices in Louisiana.

G. TOTAL COLUMNS ON GENERAL PURPOSE FINANCIAL STATEMENTS-

Total columns on the general purpose financial statements (combined statements-overview) are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

H. VACATION AND SICK LEAVE-

Employees of the Red River Parish Assessor do not accrue or "carry forward" vacation or sick leave pay from year to year. As such, there are no accruals made in either the General Fund or in a general long-term debt account group for these payments.

Red River Parish Assessor  
Coushatta, Louisiana

Notes to Financial Statements  
December 31, 2002

I. ENCUMBRANCES-

The Red River Assessor does not apply encumbrance accounting.

3. **Cash and Cash Equivalents:**

For reporting purposes, cash and cash equivalents include cash, demand deposits, time deposits, and certificates of deposit. At December 31, 2002, the Assessor had cash and cash equivalents (collected bank balances) totaling \$719,125. Cash and cash equivalents are stated at cost, which approximates market. Under Louisiana law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These pledged securities are held in the name of the pledging bank in a holding or custodial bank in the form of safekeeping receipts held by the Assessor. The deposits at December 31, 2002, were secured as follows:

Demand Deposits (Collected Balances)	\$ 44,125
Time Deposits	<u>675,000</u>
Total	\$ 719,125
Less, FDIC Insurance	<u>(100,000)</u>
Balance to be Secured	\$ 619,125
Securities Pledged by Banks	<u>619,125</u>
Balance Unsecured	\$ <u>0</u>

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement No. 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Assessor that the fiscal agent has failed to pay deposited funds upon demand.

Red River Parish Assessor  
Coushatta, Louisiana

Notes to Financial Statements  
December 31, 2002

**4. Changes in General Fixed Assets:**

A summary of changes in general fixed assets (office furnishings and equipment) follows:

Balance, January 1, 2002	\$46,511
Additions	2,683
Deletions	<u>0</u>
Balance, December 31, 2002	<u>\$49,194</u>

**5. Employee Retirement System:**

Substantially all employees of the Red River Parish Assessor's office are members of the Louisiana Assessor's Retirement System (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary for each year of credited service, not to exceed 100 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, P. O. Box 1786, Shreveport, Louisiana, 71166-1786, or by calling (318) 425-4446.

Red River Parish Assessor  
Coushatta, Louisiana

Notes to Financial Statements  
December 31, 2002

*Funding Policy.* Plan members are required by state statute to contribute 8.0 percent of their annual covered salary and the Red River Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 10.75 percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Red River Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Red River Parish Assessor's contributions to the System for the years ending December 31, 2002, 2001, and 2000, were \$17,528, \$10,192, and \$9,203, respectively, equal to the required contributions for each year.

**6. Expenses Paid by the Red River Parish Police Jury:**

Certain expenses of the Assessor's office are paid by the Red River Parish Police Jury. In addition to furnishing the building where the Assessor's office is located, the Police Jury pays all utility bills, most insurance, and furnishes some of the equipment in the Assessor's office.

**7. Leases**

The Red River Parish Assessor is a party to an operating lease of a vehicle through GMAC. The terms of the lease call for a security deposit of \$595.00 and payments of \$567.62 for 30 months with payments beginning May 2002.

# **Johnson, Thomas & Cunningham**

## **Certified Public Accountants**

**Eddie G. Johnson, CPA – A Professional Corporation (1962-1996)**

**Mark D. Thomas, CPA – A Professional Corporation**  
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**(318) 352-3652**  
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### **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

Red River Parish Assessor  
P. O. Box 509  
Coushatta, LA 71019

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Red River Parish Assessor and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Red River Parish Assessor's compliance with certain laws and regulations during the year ended December 31, 2002 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

#### **PUBLIC BID LAW**

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no capital expenditures exceeding the above dollar amounts.

#### **CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.



4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedures (3) were also included on the listing obtained from management in agreed-upon procedures (2) as immediate family members.

Upon review, we found no instances that would fall under the above circumstances.

### **BUDGETING**

5. Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget and all amendments.

6. Trace the budget adoption and amendments to the minute book.

The Assessor signed the approved budget, and it was published in the local newspaper.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues or expenditures exceed budgeted amounts by more than 5%.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

### **ACCOUNTING AND REPORTING**

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee:

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account:

Each disbursement appeared to be coded correctly.

- (c) determine whether payments received approval from proper authorities:

Inspection of supporting documentation showed written approval.

### **MEETINGS**

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law)

Not applicable.

### **DEBT**

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds or any other indebtedness which have not been approved by the State Bond Commission.

We inspected copies of all bank deposits for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds or other indebtedness.

### **ADVANCES AND BONUSES**

11. Examine payroll records for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

Upon review, we found no additional payments to employees which would constitute a violation of the above procedure.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Red River Parish Assessor and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Johnson, Thomas & Cunningham

Johnson, Thomas & Cunningham, CPA's

February 17, 2003  
Natchitoches, Louisiana

**RED RIVER PARISH ASSESSOR**  
**LOUISIANA ATTESTATION QUESTIONNAIRE**

Johnson, Thomas & Cunningham, CPA's  
321 Bienville Street  
Natchitoches, LA 71457

In connection with your compilation of our financial statements as of December 31, 2002 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of February 17, 2003.

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes   X   No     

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes   X   No     

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes   X   No     

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14 or the budget requirements of LSA-RS 39:43.

Yes   X   No

### **Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes   X   No     

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:453, and/or 39:92, as applicable.

Yes   X   No     

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes   X   No     

### **Meetings**

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes   X   No     

### **Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.

Yes   X   No     

### **Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 72-729.

Yes   X   No     

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Assessor Becky H. Craig Date March 3, 2003

Note - Quasi-public entities should delete reference to the above statutes, unless required to follow such laws by contact with their public funding agencies. The quasi-public entities should include a representation that they have complied with the contractual provisions under which they have received state and/or local funds.